

# V

## Ancillary Spaces

## V Ancillary Spaces

### STANDARD

#### I. Judge's Chambers

A private chambers should be provided for each judicial officer, affording the judicial officer a secure and acoustically private area. There should be sufficient space and materials for case preparation, for study, and for personal library and reference materials. The chambers also needs to accommodate informal conferences between the judge and attorneys and court staff.

Strong consideration should be given to clustered areas such as chambers, secretarial services, reception, library, research, automation, and conference areas.

Depending on the number of judges in a cluster, consideration should be given to one or more additional chambers to be used as needed for judges who are not regularly assigned as sitting judges in the court.

### *Comment*

Clustering is a group of chambers in close proximity. Clustering arrangements can enhance collegiality among judges and staff, improve job performance and satisfaction, increase informal exchanges, and reduce costs to a significant extent.

a. Physical Characteristics/Dimensions

A separate chambers should be provided for each judicial officer, including a work space and a conference area. The conference area must be able to accommodate from six to seven individuals. A minimum of 350 square feet is recommended.

The chambers should be adequately designed to provide for working space, conferences, book storage, and computer and teleconferencing needs. The chambers should be soundproof and adequately cooled, heated, and ventilated with temperature controls located within chambers. Natural lighting with secured windows should be provided when possible. Chambers should include a duress alarm to bailiffs or security officers.

b. Proximity to Courtroom

Chambers should be kept separate from the courtroom; however, they should be in close proximity to the courtroom area. Small robing rooms may be required if chambers cannot be located in close proximity to courtrooms for conferencing purposes.

c. Library

A shared library is recommended unless chambers are not clustered, in which case the judge should be provided with standard reference materials.

d. Private Restroom

Private restroom facilities should be provided in each judge's chambers.

e. Judicial Secretary

If the judicial officer has a secretary, the workstation should adjoin the judge's chambers and be approximately 140 square feet.

**STANDARD****2. Jury Deliberation Room**

**Jurors should have a private deliberation room that is free from distractions and outside interference.**

**a. Close Proximity to Courtroom**

**The jury deliberation room should be in a secure area, directly accessible from the jury box.**

**b. Space Dimensions**

**The jury deliberation room should comfortably accommodate 14 jurors. The room should be at least 300 square feet, exclusive of the restroom and refreshment areas.**

**c. Soundproofing**

**The jury deliberation room should be soundproof.**

**d. Temperature**

**The jury deliberation room should be adequately cooled, heated, and ventilated, with temperature controls within the room or readily accessible to court personnel for adjustment.**

**e. Private Restrooms**

**There should be one private unisex restroom for jurors in the jury deliberation room, which should have handicapped accessibility. The restroom should be visually and acoustically separated from the deliberation room.**

*Comment*

Where possible, the designer should consider utilizing the restroom at the entry in order to provide a sound lock between it and the jury deliberation room.

f. Refreshments

**Appropriate space should be provided for water, coffee, and other light refreshments in the jury deliberation room.**

g. Call System

**A call system should be provided to summon a bailiff when a jury is deliberating.**

h. Storage

**A secure closet should be provided for jurors.**

i. Furnishings

**Jurors should be provided an oval or round-shaped table to encourage participation of all jurors. There should be space to allow for a blackboard, charts, exhibits, and video monitors as needed. Telephone jacks and electrical outlets should be installed to permit flexible use of the room. Windows may be provided for visual and psychological relief, but should not allow the jurors to see or hear the public.**

**Strong consideration should be given to the use of modular furniture, including a large table that can be separated into parts so that a jury deliberation room can be used for other purposes, such as arbitration, interviews, or witnesses waiting to testify.**

j. Handicapped Access

**The jury deliberation room should be accessible to handicapped persons.**

Provisions for jurors, which include jury deliberation rooms, should be incorporated in the design of juvenile facilities in anticipation of the possibility of jury trials in the future. These rooms can be used for other purposes.

**STANDARD****3. Jury Assembly Room**

A jury assembly room should be provided as a comfortable place for jurors to wait and where they receive orientation to jury service while at the courthouse. If possible, the jury assembly room should be located on the first floor with access to a patio.

**a. Waiting Area**

The space required should be physically and aesthetically attractive, and should provide approximately 8–12 square feet per juror. Sufficient comfortable seating should be provided to all jurors. Modular furniture that may be rearranged for different purposes is desirable. Segregated areas for activities such as reading, studying, working, and watching television should be provided. Adequate lighting and acoustical treatment should be designed to accommodate the activity being done in a particular part of the waiting area. Adequate public telephones and toilet facilities should be provided.

Snacks, soft drinks, coffee, and water should be conveniently available. Flooring materials should be appropriate to facilitate easy maintenance for spills, etc.

*Comment*

The jury assembly room should be designed as an informal, comfortable lounge because jurors and prospective jurors may have to spend a great deal of time in this space.

**b. Juror Movement**

The movement of jurors from the waiting area to courtrooms should be planned so as to minimize delay and minimize commingling with attorneys and litigants. Clearly displayed directional signs should be located in the courthouse and surrounding areas to guide jurors to the jury assembly area.

**c. Juror Processing Area**

Staff space of approximately 80 square feet per person should be provided in or adjacent to the waiting area. This should include a counter area for juror check-in and workstations to accommodate selection, notification, recordkeeping, accounting, and other clerical

**STANDARD***continued**Comment*

**functions. This area should be adequately equipped with electrical, telephone, and data lines.**

Provision should be made for use of audio-video equipment, computer data lines, and advanced telecommunications systems to accommodate such programs as video orientation, automated jury management systems, and juror call-in programs.

**d. Handicapped Access**

**The jury waiting area should be accessible to persons who are handicapped.**

**e. Storage of Coats and Personal Items**

**The planner should make provisions for storage of coats and personal items.**

**f. Furniture**

**The jury assembly room furniture should be comfortably designed because jurors and prospective jurors may have to spend a great deal of time in this space.**

## **4. Victim/Witness Waiting Rooms**

**STANDARD**

**Each courthouse should provide a victim/witness waiting area or separate room adjacent to courtrooms for use while awaiting trial. This room should be in addition to the children's waiting room.**

**Where there is a need for more than one witness room, movable walls should be used to create the rooms. When the rooms are not needed, the walls can be moved to create a larger space usable for other purposes. When possible, provision should be made for two-way audio-video links between the courtroom and any witness room from which a child witness may testify.**

**STANDARD****5. Children's Waiting Room**

**All courthouses should maintain, during court hours, a supervised facility or "children's waiting room," as mandated by Penal Code section 868.6 [see Appendix A, page 96], where children may remain while parents conduct court business.**

**A room devoted exclusively to the play and relaxation of children should be provided. There should be sufficient space for quiet and privacy for those children who need it. There should be sufficient space for a playpen in which toddlers can crawl, separate from older children.**

**The room should have a fully equipped bathroom. A surface made of a washable material should be provided on which to diaper infants.**

**Safe storage of toys, books, games, and a small amount of cleaning materials should be provided. There should be a refrigerator for snacks.**

**The room should, if possible, be located near the main courthouse security area. If this is not possible, security concerns may be met with appropriate staffing arrangements.**

*Comment*

A children's waiting room is not a "day care center." Its purpose is to:

- reduce stress on children whose parents are attending legal matters;
- provide child victim-witnesses with a place where they can relax without encountering the accused person during court recesses;
- protect children from the painful and traumatic scenes commonly seen in court;
- reduce courtroom disruption caused by restive or frightened children;
- reduce noise and disruption in public areas;
- allow parents full access to the court system; and
- reduce the incidence of failure to appear caused by the inability of litigants or witnesses to find child care.

In this room no interviews or other activity related to the prosecution of the case will be allowed. All children who are witnesses should be accompanied by a parent or other authorized adult.

## 6. Officers' Waiting Room

### STANDARD

**In high-volume courthouses an officers' waiting room should be provided with intercom and telephone facilities. The entrance to the officers' waiting room should be from the staff corridor.**

### *Comment*

If appropriate, a room for officers waiting to testify should be located near the police liaison office. These officers would then be readily available for any unusual occurrence in the courthouse requiring additional assistance.

## 7. Police Liaison Office

### STANDARD

**In courts that employ a police liaison or are planning to create such a position, space should be provided with intercom and telephone facilities, a lockable, secured firearm, and an evidence closet or locker. The entrance to the police liaison office should be from the staff corridor.**

### *Comment*

The need for a police liaison office depends on the size and function of the courthouse. In high-volume municipal courts, such a position may be appropriate. In some courts this space can be combined with the officers' waiting room (see Section V.6., Officers' Waiting Room). If appropriate, a room for a police liaison officer should be provided to facilitate filing of criminal cases, to provide a central check-in point for officers subpoenaed to testify, and to provide a location to temporarily store officer-held evidence while awaiting appearance in court.

## 8. Clerk of the Court

### a. Location and General Features

### STANDARD

**The public offices of the clerk of the court should be convenient to the public, attorneys, and attorney service personnel. The clerk of court operation should be located so that he or she has access to both**

**STANDARD***continued*

public and private circulation areas. The space dedicated to the clerk's functions must also be organized to facilitate the efficient and secure processing and storage of documents and to provide efficient public service. Modern and expandable electrical, telephone, and data lines are required. Lighting, ventilation, and acoustical treatment should be designed to complement the work being performed. Decentralized offices for traffic clerks where the public may pay traffic fines, plea, or make appointments for proceedings should be considered.

*Comment*

Because of the extensive demand by the public as well as users of court facilities, the clerk's office must be highly accessible to the public and to all court personnel.

SPECIAL NEEDS OF  
*Juvenile Courts*

The juvenile traffic clerks' section should be easily accessible to traffic hearing rooms.

**b. Public Service Area****STANDARD**

A public service area should allow clerical personnel and clients sufficient work area and writing counters to transact normal filing activities. A counter should separate the general office areas from the public areas and be designed to provide security for office personnel, and to screen the public service area from the balance of the clerk's work area.

- (1) Desk height workstations are preferred. Consideration should be given to providing a platform area at public filing windows to allow a clerk, while seated at a desk, to service a customer who is standing.
- (2) Workstations must accommodate communication and data processing equipment as well as storage.
- (3) Cashier locations should be secured with bullet-resistant glass enclosures. Consideration should be given to ease of communications between clerks and the public.
- (4) Physical dimensions of the public area outside the counter should be approximately 14 square feet per expected client. Each counter workstation should be approximately 40 square feet.

*Comment*

The public service counter must accommodate a very high volume of activity between members of the public, who are restricted to public circulation areas, and court personnel, whose activities are conducted in the private circulation area. It must provide for the efficient and secure acceptance, exchange, review, and reproduction of a high volume of significant public documents.

## c. Records Review Area for Public

**STANDARD**

**An area should be provided adjacent to the records storage area for public viewing of records. This area must be secure and visible to staff to prevent tampering with or theft of records.**

**Copiers, facsimile machines, microfilm readers and printers, inquiry terminals, and electronic devices designed to make records available to the public should be provided.**

*Comment*

The provision of coin-operated self-service duplicating equipment in the public area should be considered.

## d. Active Records Storage Area

**STANDARD**

**Sufficient space should be provided for active file storage. A preferred storage method is open shelving not more than 8 feet in height. Floors should be designed to accommodate file weight.**

**File areas must be adequately lighted, cooled, heated, and ventilated. Nonliquid fire suppression systems should be provided.**

**Adequate work space should be included adjacent to the file storage equipment.**

**Consideration should be given to providing a microfilm and/or optical disk processing area, including developing, with document-scanning capability.**

## e. Exhibit Storage Area (Vault)

**STANDARD**

**Adequate secure storage with necessary clerical working space should be provided for exhibits, including segregated areas for such items as guns, drugs, or cash. A vault with a segregated area for contraband items should be included. Nonliquid fire suppression systems should be provided.**

## f. Copying Facilities

### STANDARD

**A copy area should be provided to accommodate high-volume copying. The area should be ventilated to dissipate copier heat and fumes and should be located to minimize noise disruption of other work areas. Depending on the size of the court facilities and on volume, convenience copiers should be located throughout the courthouse for use by court staff.**

**A working area for the sorting and assembly of items, such as mail, should be included.**

### *Comment*

Consideration should be given to providing a microfilm processing area, including developing, with document scanning capability.

## g. Administrative Offices

### STANDARD

**Private offices should be provided for supervisory, administrative, and management personnel or those employees conducting business of a confidential nature.**

**A private executive office of 300–350 square feet should be provided for the clerk/administrator.**

## h. Conference/Training Area

### STANDARD

**A conference/training room should be provided for meetings and training.**

## i. Restrooms and Lounge

### STANDARD

**Employee restrooms, a drinking fountain, and a lounge with kitchen facilities should be provided in a limited access zone.**

### *Comment*

A good proportion of court staff work is done in the clerk's office; therefore, it is often an appropriate location in which to provide a staff lounge with restrooms nearby.

## j. Security

## STANDARD

**Adequate security should be provided to ensure the safety of the public, court personnel, records, and exhibits. Security duress alarm notification systems should be integrated into the courthouse security system.**

**Special security precautions must be taken in the design of the counter area at which payments are made.**

*Comment*

Much of the information processed by the clerk's office is part of the permanent court record and is irreplaceable, so access to documents must be carefully controlled.

## k. General Office Area

## STANDARD

**The amount of space provided should be in keeping with generally accepted standards as follows:**

	Square Feet
Staff	60– 80; Average— 65
Technical	75–100; Average— 80
Supervisory	80–120; Average—110
Management	120–150; Average—135

## l. Inactive Records Storage

## STANDARD

**An adequate and accessible storage area should be provided for inactive court records, including court reporter notes, which are inactive depending on retrieval activity.**

*Comment*

Various public documents must be retained for varying periods of time. Inactive documents should be maintained in the original state or in a legally acceptable archival medium in a secure, accessible, but other than prime location.

SPECIAL NEEDS OF  
*Juvenile Courts*

Pursuant to Welfare and Institutions Code section 826 (see Appendix A, page 102), ample storage space is required for juvenile files due to the length of time that these records must be maintained.

### m. Supply Room

#### STANDARD

**A secure area should be provided for storing of supplies. Adequate shelving and work areas should be provided.**

### n. Express Drop Box

#### STANDARD

**In municipal court clerks' offices, an express citation drop box should be conveniently located and designed for public use.**

### o. Space for Persons Providing Filing Services for Attorneys

#### STANDARD

**In courthouses with more than five courtrooms, space should be provided for persons providing filing and research services for attorneys. The space should be provided adjacent to the clerk's office. Conduit should be provided for these private companies to install, at their expense, telephone and data lines. The workroom should contain working counter areas.**

#### *Comment*

Legal services file papers and research court records typically for attorneys, title companies, and newspapers. Frequently, there are multiple files or records researched. This can cause long lines or otherwise impede public access to the clerk's office. Courts have found that separate areas for these services remedy this problem. The effect of facsimile filing and computer filing should be considered by the planner. As to private use of public space, lease arrangements may be considered if appropriate.

## 9. Law Library

#### STANDARD

**Law libraries are primarily used for research and should be available to and conveniently located for all users, particularly judges, law clerks, and attorneys. The size of the collection of legal reference books and periodicals varies by court size, budget, and community needs, but at least one law library must be provided by each county.**

**STANDARD***continued***a. Physical Dimensions/Configuration**

Space should be allocated for a public counter, catalog area, reading and research space with desk and carrels, open and closed stack shelving and storage, microfilm processing, and storage and staff spaces including offices, conference space, and supply areas. Freestanding book stacks provide the maximum flexibility. Space between the book stacks should be sufficient to accommodate handicapped access.

The law library should have a quiet atmosphere, and should be adequately lighted, cooled, heated, and ventilated. When possible, provide natural lighting, especially in the work areas. Overhead lighting should be glare-free.

**b. Shared Use**

In smaller courthouses, the library may double as a conference room as long as activities do not interfere with normal library use.

**c. Access**

If the library is located in the courthouse, it should have direct public access to the outside so that library hours are not limited to courthouse hours.

**d. Special Provisions**

Adequate work surfaces, such as large tables and separate carrel space with electrical power, should be provided within the library. Libraries should have facilities for microfilm reading and printing as well as photocopy machines. Consideration should be given to computerized legal research, pay facsimile, and public telephones.

**Courts may permit use of the library by the general public.**

*Comment*

The size of the law library will depend upon the current collection of books and periodicals, as well as future expansion space required. Large libraries in multijudge courts may require a full-time librarian.

**STANDARD**

## 10. On-Site Food and Beverage Service

Public food service should be available to those using the courthouse. Depending on the court's size and level of activity, this need may be addressed by vending machines, a snack bar, or a cafeteria.

**STANDARD**

## 11. Prisoner Holding Facilities

### a. Custody Areas

All custody areas must meet the requirements of, and obtain approval from, the California State Board of Corrections. The cells should contain air conditioning, heating, ventilation, emergency lights, and appropriate controls.

Custody stairs and elevators must have direct secure access to the lockup.

All metal surfaces, except stainless steel, and nonmetal walls accessible to inmates should be coated with anti-graffiti epoxy paint.

### b. Work Areas

All work areas should be visible from the control booth. The work areas should contain air conditioning, heating, ventilation, emergency lights, and appropriate controls. Adequate lighting must be provided in all camera-equipped areas.

### c. Doors

All exterior lockup doors, conference room doors, and other cell doors should be equipped with door position switches, located in the door-jambs, which will activate indicator lights.

All doors accessible to inmates should have custody grade locks. Detention doors accessible to inmates should be at least medium-security hollow metal doors.

Any access to the lockup must be of a double-door sally port type configuration.

**STANDARD***continued***d. Private Passageway**

Provisions should be made for the marshal or sheriff to take prisoners from the lockup either to a holding cell or directly to the courtroom through a secure passageway without encountering any judges, court staff members, or the public.

**e. Areas Separate from Public Areas**

Prisoners awaiting a hearing or trial should be kept apart from the public and spectators in the courtroom.

**f. Security**

Prisoner holding facilities should include:

- a sally port for delivery and passage to and from holding cells through a secure corridor;
- observation windows;
- direct supervision, possibly by closed-circuit television; and
- a sound amplification system.

**g. Disruptive Defendants**

Each courthouse should have at least one secure holding facility for disruptive defendants, with the capability of visual and auditory communication with the courtroom in which the defendant is on trial.

**h. Day Use**

Courtroom holding cells and courthouse holding areas should not be used for overnight housing purposes.

**i. Fixtures**

Lighting fixtures and ventilation shafts should be secured in place to prevent their removal and use as weapons. The cells should be equipped with vandal-resistant furniture and fixed seating. The holding area should be soundproof.

**STANDARD**  
continued

j. Physical Dimensions

Temporary holding cells or rooms should comply with California Code of Regulations, title 24, section 1013(b) [see Appendix A, pages 82–85].

k. Separate Toilet

Every cell should have its own toilet facility. Toilets with backflow prevention devices are recommended. Facilities may be combined washbasin and toilet units constructed of stainless steel. Toilets and drains should be installed along a wall on the corridor side of the holding facility or along an accessible service duct so that repairs can be made from outside the holding facility. Drains are necessary in any cell in which toilets are provided.

l. Separate Male/Female/Juvenile/Special Handling Facilities

There should be separate holding facilities for men and women and provisions for other special handling needs in the courthouse. If these holding areas are in the same location, there should be sight and sound separation between the sexes.

Juveniles must be kept separate from adults.

Consideration should be made for the following types of inmates when cell construction is planned:

- general population male/female separation;
- homosexual;
- handicapped;
- medical problems;
- severe psychological problems;
- gang separation; and
- juveniles.

m. Bus Sally Port

An enclosed bus sally port should be included immediately adjacent to the outside main lockup door.

Actual space requirements should be determined by projected prisoner volume.

**STANDARD***continued***n. Control Room**

**A control booth should be designed to allow electrical operation of all electronic systems and lockup doors by one person.**

**Control panels should contain all communication systems, alarm systems, and security systems. All systems should be completely integrated and displayed with indicator lights on an enhanced graphic orientation faceplate.**

**o. Attorney Interview Room**

**Attorney and prisoner portions of the interview booth should be separated by a security partition to prevent any physical contact. Entrance on the attorney side should be from a nonsecured custody area. The number of interview rooms should be based on projected prisoner count and number of courts.**

**Private, secure, and soundproof booths should be provided for attorney and prisoner interviews and conferences both at the holding area and on the court floors. Design criteria should comply with California Code of Regulations, title 24, section 1013(b), and other state laws [see Appendix A, pages 82–85].**

**Attorney and detainee interview rooms for juveniles should be comparable to, but separate from, those for adults.**

**p. Employee Areas**

- (1) Lunchroom: An eating area should be established for employees. The area should contain counter space, a sink, and electrical outlets for appliances. This room is intended to provide the employees an area separate from their work environment.**
- (2) Locker room with restroom and shower: Showers and restrooms should be provided for personal hygiene and serve as a first-line emergency medical station whenever the possibility of exposure to communicable disease has occurred. The locker room should provide a changing room and storage for fresh uniforms.**

SPECIAL NEEDS OF  
*Juvenile Courts*

**STANDARD***continued***q. Workstation Area**

**The workstation area should be designed to minimize foot traffic. A desk and telephone/data area should be provided where personnel can conduct necessary paperwork.**

**r. Search Area**

**The search area should be an unobstructed corridor at least 8 feet wide.**

**s. Circulation**

**Custody corridors must be at least 8 feet wide and unobstructed by sharp or breakable protrusions.**

*Comment*

Prisoner holding facilities increase the efficiency of the courts by allowing detainees to be located in close proximity to courtrooms at the scheduled time of appearance. The location and design of these facilities should allow for the secure holding and supervision of prisoners, while not violating their rights and dignity or promoting circumstances that may adversely affect the outcome of court proceedings. Design criteria should comply with California Code of Regulations, title 15, section 1105(b)–(c) (see Appendix A, page 81), and other state laws.

**12. Mail Distribution Room****STANDARD**

**When the size of the courthouse warrants, consideration should be given to a separate mail distribution center.**

**A properly staffed and centrally located mail distribution room provides occupants of the courthouse with the capability to handle both incoming and outgoing mail and facsimile transmittals efficiently and expeditiously. A central repository also enhances the ability to screen and monitor suspicious packages and envelopes.**

### 13. Probation Officer

#### STANDARD

Adequate office space should be provided for those probation department staff who provide full-time support services to the court. The chief probation officer should be invited to provide space requirements and adjacency criteria to the court for approval.

### 14. Hearing Rooms in Addition to Full Courtrooms

#### STANDARD

Provisions should be made to provide hearing rooms, in addition to full courtrooms, in which informal hearings and court-sanctioned alternative dispute resolutions may be conducted.

#### a. Physical Dimensions

The hearing rooms should accommodate 10–20 people and should be designed to accommodate the function to be performed (approximately 400–750 square feet).

#### b. Location

The rooms should be located on a court floor with separate access to both the judges' corridor and the public corridor.

#### c. Environment/Special Utilities

The environment should be the same as that for a regular standard trial courtroom, with similar requirements for lighting, ventilation, acoustical treatment, and electrical, telephone, and data lines.

#### d. Furnishings

The hearing rooms should be furnished to accommodate the designated function. Informal hearings may require only a large conference table. Other types require a more formal setting, utilizing an

**STANDARD**  
*continued*

*Comment*

**elevated judge's bench, witness stand, clerk's station, bailiff's station, counsel tables, and a small area for public seating.**

Hearing rooms that are smaller than a full courtroom provide a means of accelerating the litigation process while reducing the space requirements of the court. Typical uses include family law hearings, civil case settlement conferences, and parole and probation revocation hearings. Jury deliberation rooms may also be used for these purposes when hearing rooms are not available. Consideration should be given to using movable furnishings.

## **15. Court Reporter's Office**

**STANDARD**

**Each court reporter should have a private office in which to transcribe court proceedings and house necessary supplies and equipment.**

**The office should be 80 to 100 square feet and should be located near the judges' chambers and the courtroom.**

**The office should be soundproof and provide a comfortable work environment. Special consideration must be given to lighting and ventilation requirements, and to electrical, telephone, and data lines.**

*Comment*

The court reporter requires an office area in which proceedings of the trial can be dictated and/or transcribed. The work of the court reporter is exacting and necessitates an environment that is conducive to sustained concentration with minimum interruption. Limited storage for notes should be provided.

## **16. Conference Rooms**

**STANDARD**

**When the size of the courthouse warrants, a large multipurpose conference room capable of seating 50–100 people should be provided for shared use by the occupants of the courthouse. Special consideration should be given to electrical and data lines and display areas for training materials.**

*Comment*

A large multipurpose conference room provides the space necessary for judicial and staff conferences, meetings, training sessions, and other local needs.

**STANDARD****17. Judicial Conference Room**

Larger court facilities should include a judicial conference room to be utilized as a combined judges' meeting room, dining area, and/or lounge.

The size of the room should be a minimum of 400 square feet for 10–12 judges and increased by 20 square feet for each additional judge.

Furnishings should include conference tables, comfortable chairs and sofas, and at least one telephone. If possible, the room should have natural light.

This room should be accessed only from the judges' secured corridor and be located adjacent to the courthouse cafeteria if cafeteria services are available in the courthouse. The judges must be able to place their food orders without having to enter the public areas of the cafeteria.

*Comment*

A judicial conference room (judges' lounge) provides a secure and private area in which to conduct judges' meetings, and can also serve as a judges' dining area and/or lounge.

**STANDARD****18. Attorneys' Lounge**

An attorneys' lounge should be provided for attorneys to confer among themselves and to perform other work-related tasks.

The size of the lounge is dependent upon anticipated usage. The lounge should be furnished with sofas and chairs, as well as work tables, telephones, and facsimile and copy machines. The room should be acoustically and visually private, located near the courtrooms and away from the public waiting areas.

**STANDARD**  
*continued*

*Comment*

**The room should have natural lighting, if possible, and be adequately heated, cooled, and ventilated.**

An attorneys' lounge is an area for use by attorneys while waiting for trials to begin or during recesses. If an attorneys' lounge is provided, attorneys are more likely to remain in the courthouse between hearings and during recesses, where they will be readily available. A lounge also deters attorneys from waiting in clerical or other areas.

## **19. Juvenile Holding Facilities**

**STANDARD**

**Holding facilities for minors should be provided in the court facility and should be separate from the adult holding facility. Separate holding facilities for wards and dependents should be provided and separated by sight and sound from the adult holding facilities. During the design of the juvenile holding cells, the Department of Youth Authority should be invited to provide technical assistance.**

### **a. Access**

**Where practical, access from the holding facilities to juvenile hall should be direct and secure.**

**Access to the holding facilities from the public area of the courthouse must be controlled, yet convenient for those persons who must interview minors in the holding facilities.**

### **b. Control Station**

**The control station in the holding facilities should be enclosed, with visual access to all holding cells, drinking fountains, and restrooms.**

*Comment*

Juvenile holding facilities increase the efficiency of the courts by allowing detainees to be located in close proximity to courtrooms at the scheduled time of appearance. The location and design of these facilities should allow for the secure holding and supervision of detainees, separate from adult detainees, while not violating their rights and dignity or promoting circumstances that may adversely affect the outcome of court proceedings.

## 20. Commissioner and Referee Facilities

### STANDARD

**The same facilities standards should be required for commissioners and referees as are provided for all bench officers.**

### *Comment*

Commissioners and referees sit as judicial officers in many matters. These subordinate judicial officers perform many, if not all, of the same duties performed by judicial officers. While the positions may be subordinate, the nature of their work is not.

It is desirable that the work environment of all judicial officers be afforded the same dignity. Consequently, there is no valid reason to distinguish between the facilities provided to bench officers of various classifications.

## 21. Court Security Staff Office

### STANDARD

**An area should be provided in the courthouse for court security operations.**

### *Comment*

Court security administrative centers and staff support areas are essential to security operations. Staff and supervisors must be able to effectively interact with court administrators and judges. The areas must provide for the extensive training and operations required by law enforcement. A central command-and-control center where security systems and communications equipment are located should be established at each facility. The security staff should be located so as to promote their availability to respond to emergencies.

### a. Work Areas

**Work areas should be designed with consideration given to the manner in which security services are provided. If separate agencies are used for general security, prisoner movement, and/or prisoner custody, then adequate separate work areas should be available for each agency. The work area must provide for public contact, clerical support, records storage, secure storage, including weapons storage, and supervisory and management offices. Access to the work area must be controlled.**

**STANDARD***continued***b. Command-and-Control Centers**

**A command-and-control center should be provided for the security of court and public areas. The center should monitor and control all courthouse entrances, exits, and high-security areas. The center should be equipped with a backup power supply, independent of other facility operations, and should be designed to control operations with as few personnel as practical.**

**c. Locker Rooms**

**Male and female locker rooms should be provided for uniform changes and decontamination due to infectious material exposures associated with custody and security operations. The locker room should provide at least 15 square feet per person and should include shower and toilet facilities.**

**22. Court-Related Agencies****STANDARD**

**Appropriate office space should be provided to court-related agencies within the courthouse. Whenever possible, the general offices of the district attorney and public defender should be located within the courthouse. When that is not possible, adequate work area space should be provided to perform court-related duties.**

*Comment*

Because of the interrelationship between the court and many court-related agencies, strong consideration should be given to providing space to house court-related activities within the courthouse facility.

Involved agencies—such as the district attorney, the public defender, probation, county counsel and pretrial services, ADR programs, community service organizations, and entities that provide drug, alcohol, and mental health evaluations—should develop their space requirements as part of the planning process and submit them to the court for approval.

Because of the methods of funding courts and courthouse construction, the cost of construction and the ongoing rental value of facilities for court-related agencies should be subject to negotiations between the court and the county.

*Comment*  
*continued*

Existing state funds for courthouse construction should not be used for other than court facilities.

## 23. Grand Jury Facilities

### STANDARD

Space should be provided for the grand jury near the criminal courts.

#### a. Physical Dimensions

The grand jury area should consist, at a minimum, of a grand jury hearing room (750–1,000 square feet or calculated at 30–40 square feet per person), entry vestibule (minimum 40–80 square feet), sequestered witness waiting area (100–240 square feet), reception and waiting room with restrooms (150 square feet with two 40-square-foot restrooms), and interview room (100 square feet). The grand jury room should be a private, secure space, located near a secure corridor. The space should be soundproof, properly ventilated, heated, and air conditioned, and well lighted. The space should also have a public address system.

#### b. Furnishings

Windows may be provided for visual relief. Furnishings should be comfortable for long periods of use. Writing surfaces should also be provided.

#### c. Sight Lines

The seating arrangement is often in a tiered arc, with the attorneys, court reporter, interpreter, and grand jury foreman located near the center of the arc and the witness either directly across or off to one side.

#### d. Administrative/Clerical Space

A private office is required for the administrative officer assigned to the grand jury. A waiting area with space for a receptionist/clerical

**STANDARD**  
*continued*

personnel should be provided. Administrative and clerical office space should be in close proximity to the shared conference room.

## 24. Juvenile Justice Commission

**STANDARD**

Pursuant to Welfare and Institutions Code section 225 [see Appendix A, page 98], in each county there should be a juvenile justice commission consisting of not fewer than seven nor more than fifteen citizens appointed by the presiding judge of the superior court. The juvenile justice commission facilities may be located in a facility other than the courthouse.

### a. Physical Characteristics

A conference area sufficient in size to accommodate 15–25 persons, including commissioners, staff, and guests, is required. The conference room should be soundproof, properly ventilated, heated, and air conditioned, and well lighted. Furnishings should include a conference table large enough to comfortably accommodate the commissioners and staff. Perimeter seating is required to accommodate guests.

### b. Administrative/Clerical Space

A private office is required for the administrative officer assigned to the juvenile justice commission. A waiting area with space for a receptionist/clerical personnel should be provided. Administrative and clerical office space should be in close proximity to the shared conference room.

## 25. Janitor Services

### STANDARD

Adequate ventilated space should be located on each floor and should include space for a mop sink, cleaning equipment, and supplies. Safety and security should be considered in locating these spaces. Court facilities should be clean and hygienic.

### *Comment*

Access to janitorial facilities should not interfere with the use of restrooms nor should storage of volatiles occur within electrical and equipment spaces.

## 26. Loading Dock

### STANDARD

A loading dock should be provided that will accommodate delivery trucks of all sizes. The dock should be designed to provide easy delivery and efficient distribution of goods (e.g., forms, furniture, and office supplies) to storage or the ordering agency. Placement of the loading dock should be near the freight elevator of the court, but not located near air intake ducts due to fumes from idling trucks.

## 27. Law Clerks' Office

### STANDARD

Office space should be provided for law clerks and externs while they perform legal research and review case files for judges. The law clerks' office should be located in a secure circulation area near the library and judges' chambers. The office should be a minimum of 80 square feet, furnished with a desk, chair, bookcase, file cabinets, telephone, two visitor chairs, and a computer terminal.

## 28. Interpreters' Office

### STANDARD

Interpreters should be provided office space in relation to the size of the court operation.

**STANDARD**  
*continued***a. Office and Workstation**

**Adequate office space should be provided for an interpreter coordinator, and full-time interpreters should be provided with workstations.**

**b. Waiting Room**

**An interpreter waiting room should be included in close proximity to the interpreter coordinator's office.**

**29. Family Court Services Facilities****a. Mediator/Evaluator's Office****STANDARD**

**Family Court Services (FCS) programs should be provided with the necessary office spaces and tools to promote resolution of family law cases.**

- (1) Office size:** The office should have sufficient space for three to seven people including the mediator. Room size should be at least 12 feet by 15 feet. In some counties only the natural parents are interviewed. In those cases the office should be no smaller than 120 square feet (10 feet by 12 feet).
- (2) Acoustics:** The mediator's office should be soundproof to the degree necessary to maintain the confidential nature of mediation and to minimize disruption of work in adjacent offices.

*Comment*

Parents mediating child custody disputes are often highly vocal. An increased level of sound absorption is required for these offices. Efforts should be made, where possible, to baffle heat and air conditioning ducting, which can transmit sound to adjacent offices.

- (3) Furniture and equipment:** Each office should have a desk, manager's chair, three client chairs, access to additional client chairs when needed, a filing cabinet, and bookshelves. The office should be made cable-ready for computers and carpeted for noise reduction.

**STANDARD***continued*

Consideration should also be given to providing one small table and two child-size chairs to do projective interviewing (e.g., use of drawing materials, sand tray, dolls, and puppets) with smaller children.

## b. Reception/Waiting Area

**STANDARD**

A reception/waiting area should be large enough to seat four people being interviewed concurrently by a mediator.

The room should be configured in a manner to allow sufficient space between angry or upset parents.

A small separate waiting room, of a minimum 8 feet by 8 feet, is required in cases where there has been child abuse or molestation, spousal abuse, or parties acting inappropriately, requiring separation.

## c. Client Orientation Room

**STANDARD**

Space should be provided for a client orientation room. Room size should be large enough to accommodate four people for each mediator as well as audio-visual equipment.

*Comment*

Client orientation is an integral part of the FCS process to enhance client understanding of the mediation process and to promote an environment of confidence and trust. Consideration should be given to a conference/orientation room adjacent to the reception area that can be used as an overflow waiting area, thereby allowing a smaller reception room.

## d. Children's Playroom

**STANDARD**

A carpeted children's playroom should be provided. The playroom should be of adequate size to house a minimum of two tables with chairs, a sofa, chalkboard, books, drawing/coloring supplies, and puzzles. A video recorder showing cartoons or children-oriented shows should be provided when possible.

*Comment*

Custody disputes are traumatizing experiences for children. In counties that interview children as well as parents, a child may wait up to an hour while the parents are being interviewed. A playroom helps children relax while their

*Comment*  
*continued*

parents are being interviewed. It lessens disruptive behavior by the children and can also be used for observation by the mediator/evaluator.

#### e. Special Equipment/Modifications

##### STANDARD

**Each site should have at least one mediation room equipped with a one-way mirror and video recording equipment. A viewing room large enough to accommodate five to ten people should be adjacent to this room.**

*Comment*

One-way mirrors and video recording equipment are beneficial training tools for FCS counselors. The ability of a new counselor to view an experienced mediator or of a supervisor to view a new counselor is a most useful and economical way to train staff.

#### f. Security

##### STANDARD

**Security measures should include on-site provisions for a bailiff, electronic screening, security door preventing unauthorized entrance into the mediator/evaluator area, alarm system with button in each mediator's office, and glass panel inserted in the door to the mediator's office for ready viewing by security personnel. These standards apply whether FCS is located in the courthouse or off site.**

*Comment*

Adequate security is vital for the safety and well-being of staff and clients. It is preferable to have FCS services located in the courthouse. Where FCS services take place outside the courthouse, there should be a bailiff at each location. In small counties where FCS is located on site, the bailiff assigned to the family court can incorporate the FCS center as part of his or her normal security routine. However, in FCS centers with five or more mediators, an assigned bailiff is essential.

#### g. Clerical Area

##### STANDARD

**Space should be provided for clerical staff as outlined in Section V.8., Clerk of the Court.**

### h. Employee Conference Room

#### STANDARD

**Each FCS center should have an on-site employee conference room with kitchen facilities. The room should include counter space and sink, microwave, table, and electrical outlets for appliances.**

#### *Comment*

An employee conference room allows a gathering place for colleagues to discuss difficult cases and to debrief after particularly stressful mediation sessions.

### i. Social Services

#### STANDARD

**Private office space adjacent to the county counsel operation should be provided for social services court officers. The Department of Social Services should be consulted for specific space requirements.**

#### *Comment*

Social services court officers provide initial intake and investigation of dependency cases.

## 30. Child Care Provisions for Employees

#### STANDARD

**Space should be provided within the courthouse for care of children of employees, including a children's waiting room as required by Government Code section 4560 [see Appendix A, pages 91–92].**

**Offices and workstations should be provided for child care staff plus sufficient space for refrigerator, furniture, crib(s), mats, tables, chairs, and storage.**

**The floor should be carpeted. Walls and furniture should be made of easily cleaned, safe materials that are resistant to damage.**

**Child care staff should have access to duress alarms.**

**Natural lighting is preferable. Artificial lighting should be childproof. The room should be adequately lighted, cooled, heated, and ventilated.**

**The child care facility should not be located in an area to which the public or prisoners have access. If there is an area within the courthouse for centralized security/control functions, the child care facility might be located there unless this space also houses prisoners.**

*Comment*

As provided in "Child Care: A Workforce Issue," Report of the Secretary's Task Force, U.S. Department of Labor, April 1988, "Employers have a direct interest in addressing their employees' child care problems and many have realized already the economic benefits that result from attention to the issue."

### 31. Juvenile Facilities

#### a. Law Enforcement Officers' Workroom

**STANDARD**

**In larger courthouses, a lounge area should be provided for law enforcement officers that allows an opportunity for rest or other work-related activities.**

**This workroom should be located in close proximity to the victim/witness office to ensure efficient witness coordination.**

**At least one telephone should be located in the workroom.**

*Comment*

Peace officers are frequently subpoenaed to testify in all types of juvenile court proceedings, many during off-duty hours.

#### b. Department of Social Services Juvenile Court Officers Unit

**STANDARD**

**The Department of Social Services Juvenile Court Officers Unit should be provided office space. A reception area, copy room, and storage space are necessary for this unit. Open workstations for court officers should be located close to the courtrooms and attorney offices. The Department of Social Services should be consulted for specific space requirements.**

*Comment*

The Department of Social Services assigns social workers to the juvenile court. These court officers interview clients, appear in court hearings, and process relevant paperwork.

c. Department of Social Services Dependency Intake Unit

**STANDARD**

Office space to house the Department of Social Services Dependency Intake Unit should be provided, including a conference room, reception area, storage space, private offices, and workstations for intake officers. These offices should be in close proximity to the county clerk's operation for expediency of petition filings. The Department of Social Services should be consulted for specific space requirements.

d. Child Advocacy Office

**STANDARD**

Administrative and clerical offices should be provided to the Child Advocacy Office. This space should be located in the courthouse to provide immediate access to court files and court personnel.

Individual office space should be made available to each on-site administrator, with shared space being utilized for clerical staff. Adequate storage space must also be provided.

*Comment*

Child advocates are appointed by the court to oversee the best interests of dependent children and to monitor the compliance of court orders.

e. Mediation Office

**STANDARD**

Individual conference-type mediation offices, a reception/waiting area, a children's playroom, and a clerical area should be provided for the mediation office for juvenile courts. Standards recommended herein under Section V.29., for Family Court Services Facilities, are to be applied to the mediation operation.

f. Victim/Witness Office

**STANDARD**

A room located in, or within a reasonable distance from, the courthouse for minors under the age of 16 who are involved in the judicial system should be provided as mandated by Penal Code section 868 [see Appendix A, page 94].

Access to the victim/witness area should be convenient to the public, but not too visible (to ensure its protective value). The area must be located near the district attorney's office, county counsel, and the courthouse.

**STANDARD***continued**Comment*

**Office space must be provided for the witness coordinators and witness specialists. Separate interview rooms, a general waiting room, and a children's playroom should be provided.**

The victim/witness office provides services to victims and witnesses of all types of crimes, mandated by Penal Code section 13835.4 (see Appendix A, page 97). The general services that are offered include: crisis intervention, follow-up counseling, emergency assistance, shelter, food, clothing, cash, direct counseling for trauma associated with crime, orientation to the criminal justice system, child care, and witness protection. The victim/witness office provides a nonthreatening environment for these minors. Consideration should be given to victim/witness services overseeing the operation and maintenance of the area in order to provide efficient victim/witness coordination.

### g. Contract Attorneys

**STANDARD**

**Separate work/interview offices should be provided for conflict attorneys whose offices are off site. These attorneys are frequently required to bring large numbers of files to court.**

*Comment*

Many counties contract with private attorneys to provide legal representation in juvenile cases when the public defender declares a conflict of interest.

### h. County Counsel

**STANDARD**

**Private offices should be provided for county counsel, with an office area for support staff. County counsel staff and social services court officers must be adjacent to one another to facilitate frequent meetings and interviews between the departments. The Department of the County Counsel should be consulted for specific space requirements.**

*Comment*

County counsel handle all dependency cases in juvenile court from initial filing to periodic reviews. Attorneys appear at required court hearings, meet with other counsel, interview witnesses, and prepare legal research.

	i. Social Services Court Officers
<b>STANDARD</b>	<b>Social services court officers' private offices should be provided adjacent to the county counsel operation. The Department of Social Services should be consulted for specific space requirements.</b>
	j. Probation Court Officers
<b>STANDARD</b>	<b>Office space in close proximity to the juvenile courtrooms should be provided for probation department court officers assigned to the juvenile court.</b>
<i>Comment</i>	The juvenile court section of the probation department provides investigative and supervisory services to the juvenile court. The probation department should be consulted for specific space requirements.
	k. Public Defender
<b>STANDARD</b>	<b>Office space should be provided for the juvenile unit of the public defender's office. The office requires a witness interview room to accommodate people in a closed, confidential setting, a conference room, a reception/waiting area, private offices for attorneys and investigators, and staff support spaces.</b>
	<b>Close proximity to the courtroom is preferred. Public access to a reception area is needed for the clients who must consult with the attorneys. The public defender's office should be consulted for specific space requirements.</b>
	l. District Attorney
<b>STANDARD</b>	<b>The juvenile court section of the district attorney's office requires a witness interview room to accommodate people in a closed, confidential setting, a conference room, a reception/waiting area, private offices for attorneys and investigators, and staff support spaces. Close proximity to the courtroom and the victim/witness office is preferred. Public access to a reception area is required for daily visitors who consult with the attorneys. The district attorney's office should be consulted for space requirements.</b>

### m. Juvenile Traffic Hearing Room

#### STANDARD

**Juvenile traffic hearing rooms should follow criteria designed for hearing rooms herein under Section V.14., Hearing Rooms in Addition to Full Courtrooms.**

**Space for the clerical portion of the traffic section should be adjacent to the traffic hearing rooms and should include:**

- **a separate secured facility for the safekeeping of cash;**
- **a public service counter with built-in storage capability;**
- **cashier locations that should be secured with bullet-resistant glass enclosures;**
- **office space for clerical staff and file maintenance; and**
- **an adjacent reception/waiting area separate from the general court waiting area.**

**Space for a security station should be provided.**

#### *Comment*

The juvenile traffic section is responsible for processing a high volume of traffic citations and collecting fines. Employees deal directly with the public, both in person and over the telephone. Hearings are attended by the cited juveniles, who sometimes have legal counsel. At least one parent is required to attend traffic court with the cited juvenile. Citing officers and other witnesses appear at contested hearings.

Juvenile traffic matters are frequently the first and only contact the public has with the judicial system. Therefore, it is important that the hearing be conducted in a facility that connotes an appropriate impression of the justice system.

### n. Juvenile Traffic Support Space

#### STANDARD

**Clerical support space should be located adjacent to the traffic hearing room(s). Public counters should be provided for minors and parents to conduct business. A secure cashiering station and cash vault should be installed. Private offices for supervisory and management personnel should be provided. A comfortable waiting area of appropriate size should be available for minors and parents.**

INNOVATIVE  
*Option*

As an alternative, a smaller courtroom should be considered with an adjoining large waiting room where court personnel could process the paperwork and from which the defendants could be called.

A decentralized location separate from the courthouse should be considered for handling of juvenile traffic cases.

*Comment*

Mixing juvenile traffic offenders with other offenders may be avoided by locating the traffic facilities away from the main entrance. This also promotes ease of access.